

SIGNAL HILL  
SOUTH EL MONTE  
SOUTH GATE  
TEMPLE CITY  
WALNUT  
WEST HOLLYWOOD  
WESTLAKE VILLAGE  
WHITTIER

4. Authorize the contract expenditures for the first three (3) contract years at \$1,500,000.00 representing the total annual cost based on the District's previous and current fiscal year expenditures. In addition, authorize expenditures for the initial three (3) year contract terms two (2) additional one-year periods and an additional six month-to-month extension to include Cost of Living Adjustments (COLA) requests for multi-years service contracts (Policy No. 5.070 of the Board of Supervisors Policy Manual).

**PURPOSE /JUSTIFICATION OF RECOMMENDED ACTION:**

The purpose of these recommended actions is to enable the District to continue to obtain repair and maintenance services as needed for the District's heavy equipment. These services are necessary to ensure that all resources are available for emergency responses all the time.

For the past two decades the District has used outside vendors to meet many of the repair and maintenance requirements of its fleet of heavy equipment. This fleet consists of dozers, graders, loaders and trailers. The repair and maintenance requirements are beyond the capability of District personnel. Outside vendors are used to provide specialized repair services, factory authorized repair services, and fabrication of unique parts for the heavy equipment.

The equipment in this fleet ranges in age from 4 to 38 years. The older pieces of equipment have been significantly modified to meet our fire fighting/work project requirements, while the newer pieces have more sophisticated operating systems to maintain.

**Implementation of Strategic Plan Goals**

In accordance with the Strategic Plan Goals of service excellence, fiscal integrity, organizational effectiveness, and workforce excellence, the contracts along with the increased requirements for professionalism and expertise, promote and further enhance the District's goals in the Heavy Equipment and Repair services area. It is consistent with the overall County Strategic Plan Goal, Goal 8, under Public Safety.

**ENVIRONMENTAL DOCUMENTATION:**

The services provided through this contract will not have a significant effect on the environment and therefore the contract is exempt from CEQA, pursuant to Section 15061(b) (3) of the CEQA Guidelines.

**FISCAL IMPACT/FINANCING:**

The District has funds in its Fiscal Year 2004/2005 operating budget to finance these services. Funds that are required to continue these services will be budgeted annually. The District's expenditures for these contracts will require no increase to existing Board-approved contracted authority. Additionally, allowances for COLA increases throughout the terms of these contracts will be sufficiently funded with the District's 2004-2005 Fiscal Year budget. Enclosed are the rates for each of these vendors.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

The authority to contract is provided by Health and Safety Code Section 13861.

There are interim contracts for Heavy Equipment Maintenance and Repair Services that will expire on May 5, 2005. The actions being requested will continue the District's program of using various companies to provide heavy equipment maintenance and repair services. These contracts will provide pre-established rates for the services provided, and will continue to allow a price comparison for services among vendors providing similar services. Establishing contracts with multiple vendors will provide the District with more flexibility in the selection of a vendor based on price, support capabilities, and time constraints. Being one of the contracted vendors places a company on a list of qualified vendors, but does not guarantee a minimum amount of work nor exclusive service to the District.

The District's heavy equipment fleet consists of 18 pieces of off-highway heavy equipment, 16 specialized trailers used to transport this equipment and a tank/trailer to transport potable water. Brush clearance services provided by the District have increased in recent years due to the greater demand for fire roadway clearance, and an increased number of prescribed burns.

On final analysis and consideration of the awards, contractors were selected without regard to race, color, creed, or national origin.

**CONTRACTING PROCESS:**

On November 8, 2004, the District released an Invitation for Bid (IFB) to solicit responses for Heavy Equipment Maintenance and Repair Services. Bid advertisement was posted on the County's WebVen, and published in 12 community newspapers. Responses were received from four (4) companies.

The contracts are subject to the District policy that requires the Community Business Enterprise Program (Attachment B), Child Support Compliance Program, Contractor Responsibility and Debarment Program, the Safely Surrendered Baby Law, and the Contractor Employee Jury Service Program, which were included as requirements in the Invitation for Bid.

The District has evaluated and determined that the contractors comply with the District's policy of compliance with the Community Business Enterprise Program, Child Support Compliance Program, Contractor Responsibility and Debarment Program, the Safely Surrendered Baby Law, and the Contractor Employee Jury Services Program, and agree to maintain compliance with all requirements throughout the term of their contracts.

The District has reviewed available resources to assess the proposed contractors' past performance and any negative experience with other District and County contracts.

This contract does include a Cost of Living Adjustment for the initial three (3) contract years, as well as the additional two (2) one-year extensions, which allow for the contract amount to be adjusted annually based on the increase or decrease in the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index. Also, any increase shall not exceed the general salary movement granted to County employees as determined by the Chief

The Honorable Board of Supervisors

March 15, 2005

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Administrative Office as of each July 1 for the prior 12-month period. Furthermore, should fiscal circumstances ultimately prevent the Board of Supervisors from approving any increase in County employee salaries, no COLAs will be granted.

**IMPACT ON CURRENT SERVICES (OR PROJECTS):**

There will be no significant impact on current services.

**CONCLUSION:**

Upon execution by your Honorable Board, the District will need two (2) original certified copies of the adopted Board letter and contract. It is requested that the Executive Office of the Board notify the District's Contracts Administrator, Lucy Guadiana, at (323) 838-2275 when the documents become available.

Respectfully submitted,

P. MICHAEL FREEMAN

PMF:lg

Enclosures

c: Chief Administrative Officer  
County Counsel  
Auditor-Controller

**CONTRACT**



**CONTRACT**

**BY AND BETWEEN**

**CONSOLIDATED FIRE PROTECTION DISTRICT OF  
LOS ANGELES COUNTY**

**AND**

**(CONTRACTOR)**

**FOR**

**HEAVY EQUIPMENT MAINTENANCE AND REPAIR  
SERVICES**

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## **CONTRACT**

### **CONSOLIDATED FIRE PROTECTION DISTRICT OF LOS ANGELES COUNTY HEAVY EQUIPMENT MAINTENANCE AND REPAIR SERVICES**

This Contract, including all Exhibits, is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2004,

by and between

CONSOLIDATED FIRE PROTECTION DISTRICT  
OF LOS ANGELES COUNTY  
(hereafter "District"),

and

\_\_\_\_\_  
(hereafter "Contractor").

### **RECITALS**

WHEREAS, the District is authorized by the Health and Safety Code Section 13861 and to contract with public or private companies to provide heavy equipment maintenance and repair services on an intermittent and temporary basis.

WHEREAS, the District has the responsibility for maintaining and repairing its heavy equipment to ensure the safety of its employees and to achieve its mission to protect lives and property; and

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

## **1.0 APPLICABLE DOCUMENTS**

Exhibits A, B, C, D, E, F, G, and H, are attached to and form a part of this Contract. In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, or the contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Contract and the Exhibits, or between Exhibits, such conflict or inconsistency shall be resolved by giving precedence first to the Contract and then to the Exhibits according to the following priority:

- 1.1** EXHIBIT A - Statement of Work
- 1.2** EXHIBIT B - Statement of Hourly Rates, Costs, and Fixed Fees
- 1.3** EXHIBIT C - Contractor's EEO Certification
- 1.4** EXHIBIT D - District's Administration
- 1.5** EXHIBIT E - Contractor's Administration
- 1.6** EXHIBIT F - Forms Required at the Time of Contract Execution
- 1.7** EXHIBIT G - Jury Service Ordinance
- 1.8** EXHIBIT H - Safely Surrendered Baby Law

This Contract and the Exhibits hereto constitute the complete and exclusive statement of understanding between the parties, and supersedes all previous Contracts, written and oral, and all communications between the parties relating to the subject matter of this Contract. No change to this Contract shall be valid unless prepared pursuant to Sub-paragraph 8.4 - Change Notices and Amendments and signed by both parties.

## **2.0 DEFINITIONS**

The headings herein contained are for convenience and reference only and are not intended to define the scope of any provision thereof. The following words as used herein shall be construed to have the following meaning, unless otherwise apparent from the context in which they are used.

- 2.1 Contract:** Agreement executed between District and Contractor. It sets forth the terms and conditions for the issuance and performance of the *Statement of Work, Exhibit A*.
- 2.2 Contractor:** The sole proprietor, partnership, or corporation that has entered into a contract with the District to perform or execute the work covered by the *Statement of Work*.
- 2.3 Contractor Project Manager:** The individual designated by the Contractor to administer the Contract operations after the Contract award.
- 2.4 County:** Refers to the County of Los Angeles.
- 2.5 District:** Refers to the Consolidated Fire Protection District of Los Angeles County.
- 2.6 District Contract Director:** Person designated by District with authority for District on contractual or administrative matters relating to this contract that cannot be resolved by the District Contract Administrator.
- 2.7 District Contract Administrator:** Person designated by District's Contract Director to manage the operations under this Contract.
- 2.8 District Heavy Equipment Unit Supervisor:** Person with responsibility to oversee the day to day activities of this Contract for the District. Responsibility for inspections of any and all tasks, deliverables, goods, services and other work provided by Contractor.
- 2.9 Day(s):** Calendar day(s) unless otherwise specified.
- 2.10 Fiscal Year:** The twelve (12) month period beginning July 1<sup>st</sup> and ending the following June 30<sup>th</sup>.

### **3.0 STATEMENT OF WORK**

- 3.1** Pursuant to the provisions of this Contract, the Contractor shall fully perform, complete and deliver on time, all tasks, deliverables, services and other work as set forth in the *Statement of Work, Exhibit A*.

- 3.2** If the Contractor provides any tasks, deliverables, goods, services, or other work, other than as specified in this Contract, the same shall be deemed to be a gratuitous effort on the part of the Contractor, and the Contractor shall have no claim whatsoever against the District.

## **4.0 TERM OF CONTRACT**

- 4.1** The term of this Contract shall be for a period of three (3) years commencing after execution by District's governing body, the Board of Supervisors, unless sooner terminated or extended, in whole or in part, as provided in this Contract.
- 4.2** The District shall have the sole and exclusive option to extend the Contract term for an additional two (2) one-year periods and six (6) month-to-month extensions, for a maximum total Contract term of five (5) years and six (6) months. Each extension shall be exercised individually and separately at the sole and exclusive discretion of the Fire Chief or authorized designee.
- 4.3** Contractor shall notify District when this Contract is within six (6) months from the expiration of the term as provided for hereinabove. Upon occurrence of this event, Contractor shall send written notification to District at the address herein provided in *Exhibit D – District's Administration*.

## **5.0 CONTRACT SUM**

- 5.1** The amount the District shall expend from its own funds during the Contract's entire Term for Heavy Equipment Maintenance and Repair Services shall not exceed **\$500,000.00** per Fiscal Year. Effective upon the expiration of the Contract's first year, the Contract allows for the subsequent two (2) years of the Contract's Initial Term and the renewal options that include two (2) one-year periods and six (6) month-to-months extensions be subject to Paragraph 5.7, Cost of Living Adjustments (COLA's).
- 5.2** Contractor has provided District with prices as described in Statement of Hourly Rates, Costs and Fixed Fees, Exhibit B, to be charged during the Contract term. During the Contract term, there may be adjustment in the type of services

required as set forth below. District shall negotiate prices for unforeseen circumstance not identified in this Contract.

- Changes to heavy equipment inventory will be negotiated based on the new requirement.

**5.3** The Contractor shall not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified herein. Assumption or takeover of any of the Contractor's duties, responsibilities, or obligations, or performance of same by any entity other than the Contractor whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever, shall occur only with the District's express prior written approval.

**5.4** Contractor shall maintain a system of record keeping that will allow Contractor to determine when it has incurred seventy-five percent (75%) of the total contract authorization under this Contract. Upon occurrence of this event, Contractor shall send written notification to District at the address herein provided in *Exhibit D, District's Administration*.

**5.5 No Payment for Services Provided Following Expiration/ Termination of Contract**

Contractor shall have no claim against District for payment of any money or reimbursement, of any kind whatsoever, for any service provided by Contractor after the expiration or other termination of this Contract. Should Contractor receive any such payment, it shall immediately notify District and shall immediately repay all such funds to District. Payment by District for services rendered after expiration or termination of this Contract shall not constitute a waiver of District's right to recover such payment from Contractor. This provision shall survive the expiration or other termination of this Contract.

## 5.6 Invoices and Payments

- 5.6.1** The Contractor shall invoice the District only for providing the tasks, deliverables, goods, services, and other work specified in *Exhibit A - Statement of Work* and elsewhere hereunder. The Contractor shall prepare invoices, which shall include the charges owed to the Contractor by the District under the terms of this Contract. The Contractor's payments shall be as provided in *Exhibit B – Statement of Hourly Rates, Costs, and Fixed Fees*, and the Contractor shall be paid only for the tasks, deliverables, goods, services, and other work approved in writing by the District. If the District does not approve work in writing no payment shall be due to the Contractor for that work.
- 5.6.2** The Contractor's invoices shall be priced in accordance with *Exhibit B - Statement of Hourly Rates, Costs, and Fixed Fees*.
- 5.6.3** The Contractor's invoices shall contain the information set forth in *Exhibit A - Statement of Work* describing the tasks, deliverables, goods, services, work hours, and facility and/or other work for which payment is claimed.
- 5.6.4** Payment to Contractor shall be made on an arrears basis, upon acceptance of completed work by District, provided that the Contractor is not in default under any provisions of this Contract. Contractor is to provide the completed **ORIGINAL** invoice, along with one (1) copy to the following to:

Consolidated Fire Protection  
District of Los Angeles County  
Financial Management Division  
Expenditure Management  
P.O. Box 910901  
Commerce, CA 90091-0901

**5.6.5 District Approval of Invoices.** All invoices submitted by the Contractor for payment must have the written approval of the District Contract Project Manager prior to any payment thereof. In no event shall the District be liable or responsible for any payment prior to such written approval. Approval for payment will not be unreasonably withheld, and in no instance will such approval take more than two (2) weeks from receipt of properly prepared invoices by the District. To assist the District in making timely payment for services provided hereunder, Contractor's invoice shall contain the following:

- (1) Contract number
- (2) Date of Service
- (3) Make and model of heavy equipment serviced
- (4) Equipment identification number
- (5) Mileage and/or hour meter readings
- (6) A breakdown of labor hours, hourly rate and material costs as separate items, e.g., Labor: 3 hours @ \$30/hour = \$90.00

This detail is required when job price is quoted as time and material at the beginning of any individual work item.

- (7) Fixed fees (e.g., any flat rate job) authorized by the District's Heavy Equipment Unit Supervisor or authorized designee
- (8) Employee Name and Employee Number of District Employee who ordered or authorized service
- (9) A copy of subcontractor or sublet cost with invoice if a portion of work is contracted out
- (10) Signature of authorized District employee. Contractor's failure to obtain the signature of the District employee authorizing the work shall invalidate the repair order and will result in non-payment.

**5.6.6** Contractor shall send one (1) complete COPY of the invoice to the District representative authorizing the work, which shall review and approve all invoices of payment. Copy shall be mailed or faxed to:

Consolidated Fire Protection District of Los Angeles County

Heavy Equipment – Attn: Al Fortune

12605 Osborne Street

Pacoima, Ca 91331-2129

Fax (818) 897-6210

**5.6.7 Contract Discrepancy Report**

District's Heavy Equipment Unit Supervisor shall review all invoices for any discrepancies and issue a Contract Discrepancy Report (CDR) to Contractor within five (5) working days of invoice if payment amount are disputed. Contractor shall review the disputed charges and send a written explanation detailing the basis for the charges within five (5) working days of receipt to the CDR from District's Heavy Equipment Unit Supervisor. If District's Heavy Equipment Unit Supervisor does not receive a written response within five (5) working days of District's notice to Contractor of a CDR, then District payment will be made, less the disputed charges.

**5.6.8 District's Right to Withhold**

In addition to any rights of district provided in this Contract, or at law or in equity, District may, upon notice to Contractor, withhold payment for any work while Contract is in default hereunder, or at any time that Contractor has not provided District approved Work, except that District shall not withhold payment for work that has already been approved before Contractor entered default or failed to provide approved work.



## **5.7 Cost of Living Adjustments (COLA's)**

The Contract (hourly, daily, monthly, etc.) amount may be adjusted annually based on the increase or decrease in the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the most recently published percentage change for the 12-month period preceding the contract anniversary date which shall be the effective date for any cost of living adjustment. However, any increase shall not exceed the general salary movement granted to County employees as determined by the Chief Administrative Office as of each July 1 for the prior 12-month period. Furthermore, should fiscal circumstances ultimately prevent the Board of Supervisors from approving any increase in County employee salaries, no cost of living adjustments will be granted. Contractor must submit proposed adjustment to District's Contract Administrator. All price increases shall be subject to acceptance and approval by the District's Contract Administrator. After approval by the District's Contract Administrator, the revised price may not be increased for a period of one year from the date of District's approval.

## **6.0 ADMINISTRATION OF CONTRACT – DISTRICT**

### **DISTRICT ADMINISTRATION**

A listing of all District Administration referenced in the following Sub-paragraphs are designated in *Exhibit D, District's Administration*. The District shall notify the Contractor in writing of any change in the names or addresses shown.

#### **6.1 Districts Contract Director**

Refer to Exhibit D, District's Administration

Responsibilities of the District's Contract Director include:

- Making authoritative decisions on contractual or administrative matters relating to this Contract that cannot be resolved by the District Contract Administrator.

#### **6.2 District's Contract Administrator**

Refer to Exhibit D, District's Administration

The responsibilities of the District's Contract Administrator include:

- ensuring that the objectives of this Contract are met;
- making changes in the terms and conditions of this Contract in accordance with Sub-paragraph 8.4, Change Notices and Amendments; and
- providing direction to Contractor in the areas relating to District policy, information requirements, and procedural requirements.

### **6.3 District's Heavy Equipment Unit Supervisor**

Refer to Exhibit D, District's Administration

The District's Heavy Equipment Unit Supervisor is responsible for overseeing the day-to-day administration of this Contract. These responsibilities include:

- Meeting with Contractor's Project Manager on a regular basis and
- Inspecting any and all task, deliverable, goods, services, or other work provided by or on behalf of Contractor;
- Ensuring that the objectives of this Contract are met.

The District's Heavy Equipment Unit Supervisor is not authorized to make any changes in any of the terms and conditions of this contract and is not authorized to further obligate District in any respect whatsoever.

## **7.0 ADMINISTRATION OF CONTRACT – CONTRACTOR**

A listing of all Contractors' Administration referenced in the following Sub-paragraphs are designed in Exhibit E. The Contractor shall notify the District in writing of any change in the names or addresses shown.

### **7.1 Contractor's Project Manager**

**7.1.1** Contractor's Project Manager is designated in *Exhibit E-Contractor's Administration*. The Contractor shall notify the District in writing of any change in the name or address of the Contractor's Project Manager.

**7.1.2** Contractor's Project Manager shall be responsible for Contractor's day-to-day activities as related to this Contract and shall coordinate with District's Contract Project Manager on a regular basis.

## **7.2 Approval of Contractor's Staff**

District has the absolute right to approve or disapprove all of Contractor's staff performing work hereunder and any proposed changes in Contractor's staff, including, but not limited to, Contractor's Project Manager.

## **7.3 Confidentiality**

**7.3.1** Contractor shall maintain the confidentiality of all records obtained from the District under this Contract in accordance with all applicable Federal, State or local laws, ordinances, regulations and directives relating to confidentiality.

**7.3.2** The Contractor shall inform all of its officers, employees, agents and subcontractors providing services hereunder of the confidentiality provisions of this Contract. The Contractor shall cause each employee performing services covered by this Contract to sign at time of hire and adhere to the "*Contractor Employee Acknowledgment & Confidentiality Agreement*", *Exhibit F1*.

**7.3.3** Contractor shall cause each non-employee performing reoccurring services covered by this Contract to sign before beginning service and adhere to the "*Contractor Non-Employee Acknowledgment & Confidentiality Agreement*", *Exhibit F2*.

# **8.0 STANDARD TERMS AND CONDITIONS**

## **8.1 ASSIGNMENT AND DELEGATION**

**8.1.1** The Contractor shall not assign its rights or delegate its duties under this Contract, or both, either in whole or in part, without the prior written consent of the District. Any unapproved assignment or delegation shall be null and void. Any payments by the District to any approved delegate

or assignee on any claim under this Contract shall be deductible, at District's sole discretion, against the claims, which the Contractor may have against the District.

**8.1.2** If any assumption, assignment, delegation, or takeover of any of the Contractor's duties, responsibilities, obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without District's express prior written approval, may result in the termination of this Contract.

## **8.2 AUTHORIZATION WARRANTY**

The Contractor represents and warrants that the person executing this Contract for the Contractor is an authorized agent who has actual authority to bind the Contractor to each and every term, condition, and obligation of this Contract and that all requirements of the Contractor have been fulfilled to provide such actual authority.

## **8.3 BUDGET REDUCTIONS**

It is the District's policy that in the event that the Board of Supervisors adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of County employees and imposes similar reductions with respect to District Contracts, the District reserves the right to reduce its payment obligation correspondingly for that fiscal year and any subsequent fiscal year services provided by the Contractor under the Contract. The District's notice to the Contractor regarding said reduction in payment obligation shall be provided within 30 calendar days of the Board's approval of such actions. The Contractor shall continue to provide all of the services set forth in the Contract.

## **8.4 CHANGE NOTICES AND AMENDMENTS**

- 8.4.1** The District reserves the right to initiate Change Notices that **do not affect** the scope, term, Contract Sum or payments. All such changes shall be accomplished with an executed Change Notice signed by the Contractor and by District's Contract Administrator.
- 8.4.2** For any change which affects the scope of work, term, Contract Sum, payments, or any term or condition included under this Contract, an Amendment shall be prepared and executed by the District's Contract Administrator.
- 8.4.3** The Board of Supervisors or Chief Administrative Officer or designee may require the addition and/or change of certain terms and conditions in the Contract during the term of this Contract. The District reserves the right to add and/or change such provisions as required by the Board of Supervisors or Chief Administrative Officer. To implement such changes, an Amendment to the Contract shall be prepared and executed by the Contractor and by District's Contract Administrator.
- 8.4.4** The Fire Chief, or authorized designee, may at his/her sole discretion, authorize extensions of time as defined in Paragraph 4.0 - Term of Contract. The Contractor agrees that such extensions of time shall not change any other term or condition of this Contract during the period of such extensions. To implement an extension of time, an Amendment to the Contract shall be prepared and executed by the Contractor and by District.

## **8.5 COMPLAINTS**

The Contractor shall develop, maintain and operate procedures for receiving, investigating and responding to complaints. Within thirty (30) business days after Contract's effective date, the Contractor shall provide the District with the Contractor's policy for receiving, investigating and responding to user complaints.

- 8.5.1** The District will review the Contractor's policy and provide the Contractor with approval of said plan or with requested changes.
- 8.5.2** If the District requests changes in the Contractor's policy, the Contractor shall make such changes and resubmit the policy within five (5) business days.
- 8.5.3** If, at any time, the Contractor wishes to change the Contractor's policy, the Contractor shall submit proposed changes to the District for approval before implementation.

The Contractor shall preliminarily investigate all complaints and notify the District's Contract Director of the status of the investigation within five (5) business days of receiving the complaint.

When complaints cannot be resolved informally, a system of follow-through shall be instituted which adheres to formal plans for specific actions and strict time deadlines.

Copies of all written responses shall be sent to the District's Contract Director within three (3) business days of mailing to the complainant.

## **8.6 COMPLIANCE WITH APPLICABLE LAW**

- 8.6.1** The Contractor shall comply with all applicable Federal, State, and local laws, rules, regulations, ordinances, and directives, and all provisions required thereby to be included in this Contract are hereby incorporated herein by reference.
- 8.6.2** The Contractor shall indemnify and hold harmless the District from and against any and all liability, damages, costs, and expenses, including, but not limited to, defense costs and attorneys' fees, arising from or related to any violation on the part of the Contractor or its employees, agents, or subcontractors of any such laws, rules, regulations, ordinances, or directives.

## **8.7 COMPLIANCE WITH CIVIL RIGHTS LAWS**

The Contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000 (e) (1) through 2000 (e) (17), to the end that no person shall, on the grounds of race, creed, color, sex, religion, ancestry, age, condition of physical handicap, marital status, political affiliation, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract. The Contractor shall comply with *Exhibit C - Contractor's EEO Certification*.

## **8.8 COMPLIANCE WITH THE COUNTY'S JURY SERVICE PROGRAM**

### **8.8.1 Jury Service Program:**

This Contract is subject to the provisions of the County's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code, a copy of which is attached as *Exhibit G* and incorporated by reference into and made a part of this Contract.

### **8.8.2 Written Employee Jury Service Policy.**

**8.8.2.1** Unless Contractor has demonstrated to the District's satisfaction either that Contractor is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), Contractor shall have and adhere to a written policy that provides that its Employees shall receive from the Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the Employee's regular pay the fees received for jury service.

**8.8.2.2** For purposes of this Sub-paragraph, “Contractor” means a person, partnership, corporation or other entity which has a contract with the County or a subcontract with a County Contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more District contracts or subcontracts. “Employee” means any California resident who is a full time employee of Contractor. “Full-time” means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If Contractor uses any subcontractor to perform services for the District under the Contract, the subcontractor shall also be subject to the provisions of this Sub-paragraph. The provisions of this Sub-paragraph shall be inserted into any such subcontract agreement and a copy of the Jury Service Program shall be attached to the agreement.

**8.8.2.3** If Contractor is not required to comply with the Jury Service Program when the Contract commences, Contractor shall have a continuing obligation to review the applicability of its “exception status” from the Jury Service Program, and Contractor shall immediately notify District if Contractor at any time either comes within the Jury Service Program’s definition of “Contractor” or if Contractor no longer qualifies for an exception to the Jury Service Program. In either event, Contractor shall immediately implement a written policy consistent with the Jury Service Program. The District may



also require, at any time during the Contract and at its sole discretion, that Contractor demonstrate to the District's satisfaction that Contractor either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that Contractor continues to qualify for an exception to the Program.

- 8.8.2.4** Contractor's violation of this Sub-paragraph of the Contract may constitute a material breach of the Contract. In the event of such material breach, District may, in its sole discretion, terminate the Contract and/or bar Contractor from the award of future District contracts for a period of time consistent with the seriousness of the breach.

## **8.9 CONFLICT OF INTEREST**

- 8.9.1** No District employee whose position with the District enables such employee to influence the award of this Contract or any competing Contract, and no spouse or economic dependent of such employee, shall be employed in any capacity by the Contractor or have any other direct or indirect financial interest in this Contract. No officer or employee of the Contractor who may financially benefit from the performance of work hereunder shall in any way participate in the District's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence the District's approval or ongoing evaluation of such work.
- 8.9.2** The Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Contract. The Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to the District. Full written

disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this Sub-paragraph shall be a material breach of this Contract.

#### **8.10 CONSIDERATION OF HIRING COUNTY EMPLOYEES TARGETED FOR LAYOFF/OR RE-EMPLOYMENT LIST**

Should the Contractor require additional or replacement personnel after the effective date of this Contract to perform the services set forth herein, the Contractor shall give **first consideration** for such employment openings to qualified, permanent County employees who are targeted for layoff or qualified, former County employees who are on a re-employment list during the life of this Contract.

#### **8.11 CONSIDERATION OF HIRING GAIN/GROW PROGRAM PARTICIPANTS**

Should the Contractor require additional or replacement personnel after the effective date of this Contract, the Contractor shall give consideration for any such employment openings to participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet the Contractor's minimum qualifications for the open position. For this purpose, consideration shall mean that the Contractor will interview qualified candidates. The County will refer GAIN/GROW participants by job category to the Contractor.

In the event that both laid-off County employees and GAIN/GROW participants are available for hiring, County employees shall be given first priority.

#### **8.12 CONTRACTOR'S RESPONSIBILITY AND DEBARMENT**

##### **8.12.1 Responsible Contractor**

A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the Contract. It is the District's policy to conduct business only with responsible Contractors.

#### **8.12.2 Chapter 2.202 of the County Code**

The Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the District acquires information concerning the performance of the Contractor on this or other Contracts which indicates that the Contractor is not responsible, the District may, in addition to other remedies provided in the Contract, debar the Contractor from bidding or proposing on, or being awarded, and/or performing work on any District Contracts for a specified period of time not to exceed three (3) years, and terminate any or all existing Contracts the Contractor may have with the District.

#### **8.12.3 Non-responsible Contractor**

The County may debar a Contractor if the Board of Supervisors finds, in its discretion, that the Contractor has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County, (2) committed an act or omission which negatively reflects on the Contractor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against the County or any other public entity.

#### **8.12.4 Contractor Hearing Board**

If there is evidence that the Contractor may be subject to debarment, the County will notify the Contractor in writing of the evidence that is the basis for the proposed debarment and will advise the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative shall be given an

opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Contractor should be debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the County shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision, and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

#### **8.12.5 Subcontractors of Contractor**

These terms shall also apply to Subcontractors of District Contractors.

### **8.13 CONTRACTOR'S ACKNOWLEDGEMENT OF DISTRICT'S COMMITMENT TO THE SAFELY SURRENDERED BABY LAW**

The Contractor acknowledges that the District places a high priority on the implementation of the Safely Surrendered Baby Law. The Contractor understands that it is the District's policy to encourage all District Contractors to voluntarily post the District's "Safely Surrendered Baby Law" poster in a prominent position at the Contractor's place of business. The Contractor will also encourage its Subcontractors, if any, to post this poster in a prominent position in the Subcontractor's place of business. The County's Department of Children and Family Services will supply the Contractor with the poster to be used.

### **8.14 CONTRACTOR'S WARRANTY OF ADHERENCE TO DISTRICT'S CHILD SUPPORT COMPLIANCE PROGRAM**

**8.14.1** The Contractor acknowledges that the District has established a goal of ensuring that all individuals who benefit financially from the District

through Contract or Purchase Order are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

**8.14.2** As required by the District's Child Support Compliance Program (County Code Chapter 2.200) and without limiting the Contractor's duty under this Contract to comply with all applicable provisions of law, the Contractor warrants that it is now in compliance and shall during the term of this Contract maintain compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

## **8.15 DISTRICT'S QUALITY ASSURANCE PLAN**

The District or its agent will evaluate the Contractor's performance under this Contract on not less than an annual basis. Such evaluation will include assessing the Contractor's compliance with all Contract terms and conditions and performance standards. Contractor deficiencies which the District determines are severe or continuing and that may place performance of the Contract in jeopardy if not corrected will be reported to the Board of Supervisors. The report will include improvement/corrective action measures taken by the District and the Contractor. If improvement does not occur consistent with the corrective action measures, the District may terminate this Contract or impose other penalties as specified in this Contract.

## **8.16 DAMAGE TO DISTRICT FACILITIES, BUILDINGS OR GROUNDS**

**8.16.1** Contractor shall repair, or cause to be repaired, at its own cost, any and all damage to District facilities, buildings, or grounds caused by

Contractor or employees or agents of Contractor. Such repairs shall be made immediately after Contractor has become aware of such damage, but in no event later than thirty (30) days after the occurrence.

**8.16.2** If Contractor fails to make timely repairs, District may make any necessary repairs. All costs incurred by District, as determined by District, for such repairs shall be repaid by Contractor by cash payment upon demand.

## **8.17 EMPLOYMENT ELIGIBILITY VERIFICATION**

The Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Contract meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. The Contractor shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal and State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, (P.L. 99-603), or as they currently exist and as they may be hereafter amended. The Contractor shall retain all such documentation for all covered employees for the period prescribed by law. The Contractor shall indemnify, defend, and hold harmless, the District, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the Contractor or the District or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Contract.

## **8.18 FACSIMILE REPRESENTATIONS**

The District and the Contractor hereby agree to regard facsimile representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Change Notices and Amendments prepared pursuant to Sub-paragraph 8.4, and received via communications facilities, as legally sufficient evidence that such original signatures have been affixed to Change

Notices and Amendments to this Contract, such that the parties need not follow up facsimile transmissions of such documents with subsequent (non-facsimile) transmission of "original" versions of such documents.

#### **8.19 FAIR LABOR STANDARDS**

The Contractor shall comply with all applicable provisions of the Federal Fair Labor Standards Act and shall indemnify, defend, and hold harmless the District and its agents, officers, and employees from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law, including, but not limited to, the Federal Fair Labor Standards Act, for work performed by the Contractor's employees for which the District may be found jointly or solely liable.

#### **8.20 GOVERNING LAW, JURISDICTION, AND VENUE**

This Contract shall be governed by, and construed in accordance with, the laws of the State of California. The Contractor agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Contract and further agrees and consents that venue of any action brought hereunder shall be exclusively in the County of Los Angeles.

#### **8.21 INDEPENDENT CONTRACTOR STATUS**

**8.21.1** This Contract is by and between the District and the Contractor and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between the District and the Contractor. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.

**8.21.2** The Contractor shall be solely liable and responsible for providing to, or on behalf of, all persons performing work pursuant to this Contract all compensation and benefits. The District shall have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other

compensation, benefits, or taxes for any personnel provided by or on behalf of the Contractor.

**8.21.3** The Contractor understands and agrees that all persons performing work pursuant to this Contract are, for purposes of Workers' Compensation liability, solely employees of the Contractor and not employees of the District. The Contractor shall be solely liable and responsible for furnishing any and all Workers' Compensation benefits to any person as a result of any injuries arising from or connected with any work performed by or on behalf of the Contractor pursuant to this Contract.

**8.21.4** As previously instructed in Sub-paragraph 7.3 Confidentiality, the Contractor shall cause each employee performing services covered by this Contract to sign and adhere to the *“Contractor Employee Acknowledgment, & Confidentiality,” Exhibit F1*. The Contractor shall cause each non-employee performing services covered by this Contract to sign and adhere to the *“Contractor Non-Employee Acknowledgment, & Confidentiality,” Exhibit F2*.

## **8.22 INDEMNIFICATION**

The Contractor shall indemnify, defend and hold harmless the District, the County, its Special Districts, elected and appointed officers, employees, and agents from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees), arising from or connected with the Contractor's acts and/or omissions arising from and/or relating to this Contract.

## **8.23 GENERAL INSURANCE REQUIREMENTS**

Without limiting the Contractor's indemnification of the District and during the term of this Contract, the Contractor shall provide and maintain, and shall require all of its subcontractors to maintain, the following programs of insurance specified in this Contract. Such insurance shall be primary to and not



contributing with any other insurance or self-insurance programs maintained by the District. Such coverage shall be provided and maintained at the Contractor's own expense.

**8.23.1 Evidence of Insurance:** Certificate(s) or other evidence of coverage satisfactory to the County shall be delivered to:

Consolidated Fire Protection District of Los Angeles County  
Support Services Bureau / Contracts Section  
5801 S. Eastern Avenue, Suite 100  
Commerce, California 90040-4001

prior to commencing services under this Contract. Such certificates or other evidence shall:

- Specifically identify this Contract;
- Clearly evidence all coverages required in this Contract;
- Contain the express condition that the District is to be given written notice by mail at least thirty (30) days in advance of cancellation for all policies evidenced on the certificate of insurance;
- Include copies of the additional insured endorsement to the commercial general liability policy, adding the County of Los Angeles, its Special Districts, its officials, officers and employees as insured for all activities arising from this Contract; and
- Identify any deductibles or self-insured retentions for the District's approval. The District retains the right to require the Contractor to reduce or eliminate such deductibles or self-insured retentions as they apply to the District, or, require the Contractor to provide a bond guaranteeing payment of all such retained losses and related costs, including, but not limited to, expenses or fees, or both, related to investigations, claims administrations, and legal defense. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

**8.23.2 Insurer Financial Ratings:** Insurance is to be provided by an insurance company acceptable to the District with an A.M. Best rating of not less than A:VII unless otherwise approved by the District.

**8.23.3 Failure to Maintain Coverage:** Failure by the Contractor to maintain the required insurance, or to provide evidence of insurance coverage acceptable to the District, shall constitute a material breach of the Contract upon which the District may immediately terminate or suspend this Contract. The District, at its sole option, may obtain damages from the Contractor resulting from said breach. Alternatively, the District may purchase such required insurance coverage, and without further notice to the Contractor, the District may deduct from sums due to the Contractor any premium costs advanced by the District for such insurance.

**8.23.4 Notification of Incidents, Claims or Suits: Contractor shall report to the District:**

- Any accident or incident relating to services performed under this Contract which involves injury or property damage which may result in the filing of a claim or lawsuit against the Contractor and/or the District. Such report shall be made in writing within 24 hours of occurrence.
- Any third party claim or lawsuit filed against the Contractor arising from or related to services performed by the Contractor under this Contract.
- Any injury to a Contractor employee that occurs on District property. This report shall be submitted on a District "Non-employee Injury Report" to the District's Contract Administrator.
- Any loss, disappearance, destruction, misuse, or theft of any kind whatsoever of District property, monies or securities entrusted to the Contractor under the terms of this Contract.

**8.23.5 Compensation for District Costs:** In the event that the Contractor fails to comply with any of the indemnification or insurance requirements of this Contract, and such failure to comply results in any costs to the District, the Contractor shall pay full compensation for all costs incurred by the District.

**8.23.6 Insurance Coverage Requirements for Subcontractors:** The Contractor shall ensure any and all subcontractors performing services under this Contract meet the insurance requirements of this Contract by either:

- The Contractor providing evidence of insurance covering the activities of subcontractors, or
- The Contractor providing evidence submitted by subcontractors evidencing that subcontractors maintain the required insurance coverage. The District retains the right to obtain copies of evidence of subcontractor insurance coverage at any time.

## **8.24 INSURANCE COVERAGE REQUIREMENTS**

**8.24.1 General Liability** insurance written on ISO policy form CG 00 01 or its equivalent with limits of not less than the following:

General Aggregate:	\$2 million
Products/Completed Operations Aggregate:	\$2 million
Personal and Advertising Injury:	\$1 million
Each Occurrence:	\$1 million
Fire Legal Liability	\$50 thousand

**8.24.2 Automobile Liability** written on ISO policy form CA 00 01 or its equivalent with a limit of liability of not less than \$1 million for each accident. Such insurance shall include coverage for all “owned”, “hired” and “non-owned” vehicles, or coverage for “any auto”. For repairs that will be conducted at contractor facility, this insurance shall

also provide garagekeepers coverage with a limit of not less than \$10 million per occurrence covering physical damage and theft of District vehicles left with Contractor for servicing, repair, storage or safekeeping.

**Or**

- 8.24.3 Garage Liability** insurance written on standard ISO policy form or its equivalent and includes, without limitation, Covered Autos for “any auto” with limits of not less than \$1 million per accident, Liability Coverage that provides premises/operations, products/completed operations, contractual and broad form property damage with limits not less than \$1 million per occurrence and Garagekeepers Coverage with limits of not less than \$10 million per occurrence covering physical damage and theft of District’s vehicles left with Contractor for servicing, repair, storage or safekeeping. The policy shall have an aggregate limit of two times the per occurrence limit.

**Exception:** If Contractor provides component repairs which do not require the Contractor to take possession of any District Vehicles to complete such repairs, then Contractor may have insurance limits of \$500,000 per occurrence and a \$500,000 aggregate for General Liability, Automobile Liability and Garage Liability.

**8.24.4 Workers’ Compensation and Employers’ Liability**

Insurance providing workers’ compensation benefits, as required by the Labor Code of the State of California or by any other state, and for which the Contractor is responsible. If the Contractor’s employees will be engaged in maritime employment, coverage shall provide workers’ compensation benefits as required by the U.S. Longshore and Harbor Workers’ Compensation Act, Jones Act or any other federal law for which the Contractor is responsible.

In all cases, the above insurance also shall include Employers’ Liability coverage with limits of not less than the following:

Each Accident:	\$1 million
Disease - policy limit:	\$1 million
Disease - each employee:	\$1 million

## 8.25 LIQUIDATED DAMAGES

**8.25.1** If, in the judgment of the District, the Contractor is deemed to be non-compliant with the terms and obligations assumed hereby, the District, or his/her designee, at his/her option, in addition to, or in lieu of, other remedies provided herein, may withhold the entire monthly payment or deduct pro rata from the Contractor's invoice for work not performed. The work not performed and the amount to be withheld or deducted from payments to the Contractor from the District, will be forwarded to the Contractor by the District, or his/her designee, in a written notice describing the reasons for said action.

**8.25.2** If the District determines that there are deficiencies in the performance of this Contract that the District deems are correctable by the Contractor over a certain time span, the District will provide a written notice to the Contractor to correct the deficiency within specified time frames. Should the Contractor fail to correct deficiencies within said time frame, the District may:

(a) Deduct from the Contractor's payment, pro rata, those applicable portions of the Monthly Contract Sum; and/or

(b) Deduct liquidated damages. The parties agree that it will be impracticable or extremely difficult to fix the extent of actual damages resulting from the failure of the Contractor to correct a deficiency within the specified time frame. The parties hereby agree that under the current circumstances a reasonable estimate of such damages is One Hundred Dollars (\$100) per day per infraction, or as specified in the *Performance Requirements Summary (PRS) Chart*, as defined in *Appendix C, Technical Exhibit 2*, hereunder, and that the Contractor

shall be liable to the District for liquidated damages in said amount. Said amount shall be deducted from the District's payment to the Contractor; and/or

(c) Upon giving five (5) days notice to the Contractor for failure to correct the deficiencies, the District may correct any and all deficiencies and the total costs incurred by the District for completion of the work by an alternate source, whether it be District forces or separate private contractor, will be deducted and forfeited from the payment to the Contractor from the District, as determined by the District.

**8.25.3** The action noted in Sub-paragraph 8.25.2 shall not be construed as a penalty, but as adjustment of payment to the Contractor to recover the District cost due to the failure of the Contractor to complete or comply with the provisions of this Contract.

**8.25.4** This Sub-paragraph shall not, in any manner, restrict or limit the District's right to damages for any breach of this Contract provided by law or as specified in the PRS or Sub-paragraph 8.25.2, and shall not, in any manner, restrict or limit the District's right to terminate this Contract as agreed to herein.

## **8.26 MOST FAVORED PUBLIC ENTITY**

If the Contractor's prices decline, or should the Contractor at any time during the term of this Contract provide the same goods or services under similar quantity and delivery conditions to the State of California or any county, municipality, or district of the State at prices below those set forth in this Contract, then such lower prices shall be immediately extended to the District.

## **8.27 NONDISCRIMINATION AND AFFIRMATIVE ACTION**

**8.27.1** The Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and shall be treated equally without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or

political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations.

- 8.27.2** The Contractor shall certify to, and comply with, the provisions of *Exhibit C - Contractor's EEO Certification*.
- 8.27.3** The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations. Such action shall include, but is not limited to, employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- 8.27.4** The Contractor certifies and agrees that it will deal with its subcontractors, bidders, or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation.
- 8.27.5** The Contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies shall comply with all applicable Federal and State laws and regulations to the end that no person shall, on the grounds of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract.
- 8.27.6** The Contractor shall allow District representatives access to the Contractor's employment records during regular business hours to verify compliance with the provisions of this Sub-paragraph 8.27 when so requested by the District.

**8.27.7** If the District finds that any provisions of this Sub-paragraph 8.27 have been violated, such violation shall constitute a material breach of this Contract upon which the District may terminate or suspend this Contract. While the District reserves the right to determine independently that the anti-discrimination provisions of this Contract have been violated, in addition, a determination by the California Fair Employment Practices Commission or the Federal Equal Employment Opportunity Commission that the Contractor has violated Federal or State anti-discrimination laws or regulations shall constitute a finding by the District that the Contractor has violated the anti-discrimination provisions of this Contract.

**8.27.8** The parties agree that in the event the Contractor violates any of the anti-discrimination provisions of this Contract, the District shall, at its sole option, be entitled to the sum of Five Hundred Dollars (\$500) for each such violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this Contract.

## **8.28 NON EXCLUSIVITY**

Nothing herein is intended nor shall be construed as creating any exclusive arrangement with Contractor. This Contract shall not restrict District from acquiring similar, equal or like goods and/or services from other entities or sources.

## **8.29 NOTICE OF DELAYS**

Except as otherwise provided under this Contract, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, that party shall, within one (1) day, give notice thereof, including all relevant information with respect thereto, to the other party.



### **8.30 NOTICE OF DISPUTES**

The Contractor shall bring to the attention of the District Contract Administrator and/or District Contract Director any dispute between the District and the Contractor regarding the performance of services as stated in this Contract. If the District Contract Administrator and/or District Contract Director is not able to resolve the dispute, the District or designee, shall resolve it.

### **8.31 NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT**

The Contractor shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice No. 1015.

### **8.32 NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW**

The Contractor shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in *Exhibit H, Safely Surrendered Baby Law*, of this Contract and is also available on the Internet at [www.babysafela.org](http://www.babysafela.org) for printing purposes.

### **8.33 NOTICES**

All notices or demands required or permitted to be given or made under this Contract shall be in writing and shall be hand delivered with signed receipt or mailed by first-class registered or certified mail, postage prepaid, addressed to the parties as identified in *Exhibits D -District's Administration* and *E - Contractor's Administration*. Addresses may be changed by either party giving ten (10) days' prior written notice thereof to the other party. The District shall

have the authority to issue all notices or demands required or permitted by the District under this Contract.

#### **8.34 PROHIBITION AGAINST INDUCEMENT OR PERSUASION**

Notwithstanding the above, the Contractor and the District agree that, during the term of this Contract and for a period of one year thereafter, neither party shall in any way intentionally induce or persuade any employee of one party to become an employee or agent of the other party. No bar exists against any hiring action initiated through a public announcement.

#### **8.35 PUBLIC RECORDS ACT**

**8.35.1** Any documents submitted by Contractor; all information obtained in connection with the District's right to audit and inspect Contractor's documents, books, and accounting records pursuant to Sub-paragraph 8.37 - Record Retention and Inspection/Audit Settlement of this Contract; as well as those documents which were required to be submitted in response to the Invitation for Bid (IFB) used in the solicitation process for this Contract, become the exclusive property of the District. All such documents become a matter of public record and shall be regarded as public records. Exceptions will be those elements in the California Government Code Section 6250 et seq. (Public Records Act) and which are marked "trade secret", "confidential", or "proprietary". The District shall not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.

**8.35.2** In the event the District is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "trade secret", "confidential", or "proprietary", the Contractor agrees to defend and indemnify the District from all costs and expenses, including

reasonable attorney's fees, in action or liability arising under the Public Records Act.

## **8.36 PUBLICITY**

**8.36.1** The Contractor shall not disclose any details in connection with this Contract to any person or entity except as may be otherwise provided hereunder or required by law. However, in recognizing the Contractor's need to identify its services and related clients to sustain itself, the District shall not inhibit the Contractor from publishing its role under this Contract within the following conditions:

- The Contractor shall develop all publicity material in a professional manner; and
- During the term of this Contract, the Contractor shall not, and shall not authorize another to, publish or disseminate any commercial advertisements, press releases, feature articles, or other materials using the name of the District without the prior written consent of the District's Contract Director. The District shall not unreasonably withhold written consent.

**8.36.2** The Contractor may, without the prior written consent of District, indicate in its proposals and sales materials that it has been awarded this Contract with the District, provided that the requirements of this Sub-paragraph 8.36 shall apply.

## **8.37 RECORD RETENTION AND INSPECTION/AUDIT SETTLEMENT**

The Contractor shall maintain accurate and complete financial records of its activities and operations relating to this Contract in accordance with generally accepted accounting principles. The Contractor shall also maintain accurate and complete employment and other records relating to its performance of this Contract. The Contractor agrees that the District, or their authorized representatives, shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or records relating to this

Contract. All such material, including, but not limited to, all financial records, timecards and other employment records, and proprietary data and information, shall be kept and maintained by the Contractor and shall be made available to the District during the term of this Contract and for a period of five (5) years thereafter unless the District's written permission is given to dispose of any such material prior to such time. All such material shall be maintained by the Contractor at a location in Los Angeles County, provided that if any such material is located outside Los Angeles County, then, at the District's option, the Contractor shall pay the District for travel, per diem, and other costs incurred by the District to examine, audit, excerpt, copy, or transcribe such material at such other location.

- 8.37.1** In the event that an audit of the Contractor is conducted specifically regarding this Contract by any Federal or State auditor, or by any auditor or accountant employed by the Contractor or otherwise, then the Contractor shall file a copy of such audit report with the County's Auditor-Controller within thirty (30) days of the Contractor's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Contract. The County shall make a reasonable effort to maintain the confidentiality of such audit report(s).
- 8.37.2** Failure on the part of the Contractor to comply with any of the provisions of this Sub-paragraph 8.37 shall constitute a material breach of this Contract upon which the District may terminate or suspend this Contract.
- 8.37.3** If, at any time during the term of this Contract or within five (5) years after the expiration or termination of this Contract, representatives of the District may conduct an audit of the Contractor regarding the work performed under this Contract, and if such audit finds that the District's dollar liability for any such work is less than payments made by the District to the Contractor, then the difference shall be either: a) repaid by the Contractor to the District by cash payment upon demand or b) at the sole option of the County's Auditor-Controller, deducted from any

amounts due to the Contractor from the District, whether under this Contract or otherwise. If such audit finds that the District's dollar liability for such work is more than the payments made by the District to the Contractor, then the difference shall be paid to the Contractor by the District by cash payment, provided that in no event shall the District's maximum obligation for this Contract exceed the funds appropriated by the District for the purpose of this Contract.

### **8.38 RECYCLED BOND PAPER**

Consistent with the Board of Supervisors' policy to reduce the amount of solid waste deposited at the County landfills, the Contractor agrees to use recycled-content paper to the maximum extent possible on this Contract.

### **8.39 SUBCONTRACTING**

**8.39.1** The requirements of this Contract may not be subcontracted by the Contractor **without the advance approval of the District**. Any attempt by the Contractor to subcontract without the prior consent of the District may be deemed a material breach of this Contract.

**8.39.2** If the Contractor desires to subcontract, the Contractor shall provide the following information promptly at the District's request:

- A description of the work to be performed by the subcontractor;
- A draft copy of the proposed subcontract; and
- Other pertinent information and/or certifications requested by the District.

**8.39.3** The Contractor shall indemnify and hold the District harmless with respect to the activities of each and every subcontractor in the same manner and to the same degree as if such subcontractor(s) were Contractor employees.

- 8.39.4** The Contractor shall remain fully responsible for all performances required of it under this Contract, including those that the Contractor has determined to subcontract, notwithstanding the District's approval of the Contractor's proposed subcontract.
- 8.39.5** The District's consent to subcontract shall not waive the District's right to prior and continuing approval of any and all personnel, including subcontractor employees, providing services under this Contract. The Contractor is responsible to notify its subcontractors of this District right.
- 8.39.6** The District Contract Director is authorized to act for and on behalf of the District with respect to approval of a subcontract and subcontractor employees.
- 8.39.7** The Contractor shall be solely liable and responsible for all payments or other compensation to all subcontractors and their officers, employees, agents, and successors in interest arising through services performed hereunder, notwithstanding the District's consent to subcontract.
- 8.39.8** The Contractor shall obtain certificates of insurance, which establish that the subcontractor maintains all the programs of insurance required by the District from each approved subcontractor. The Contractor shall ensure delivery of all such documents to:

Consolidated Fire Protection

District of Los Angeles County

Heavy Equipment – Attn: Al Fortune

12605 Osborne Street

Pacoima, CA 91331-2129

before any subcontractor employee may perform any work hereunder.

#### **8.40 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN CHILD SUPPORT COMPLIANCE**

Failure of the Contractor to maintain compliance with the requirements set forth in Sub-paragraph 8.14 - Contractor's Warranty of Adherence to District's Child Support Compliance Program, shall constitute default under this Contract. Without limiting the rights and remedies available to the District under any other provision of this Contract, failure of Contractor to cure such default within 90 calendar days of written notice shall be grounds upon which the District may terminate this Contract pursuant to Sub-paragraph 8.42 - Termination for Default and pursue debarment of Contractor, pursuant to County Code Chapter 2.202.

#### **8.41 TERMINATION FOR CONVENIENCE**

**8.41.1** This Contract may be terminated, in whole or in part, from time to time, when such action is deemed by the District, at its sole discretion, to be in its best interest. Termination of work hereunder shall be effected by notice of termination to Contractor specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective shall be no less than ten (10) days after the notice is sent.

**8.41.2** After receipt of a notice of termination and except as otherwise directed by the District, the Contractor shall:

- Stop work under this Contract on the date and to the extent specified in such notice, and
- Complete performance of such part of the work as shall not have been terminated by such notice.

**8.41.3** All material including books, records, documents, or other evidence bearing on the costs and expenses of the Contractor under this Contract shall be maintained by the Contractor in accordance with Sub-paragraph 8.37, Record Retention & Inspection/Audit Settlement.

## **8.42 TERMINATION FOR DEFAULT**

**8.42.1** The District may, by written notice to the Contractor, terminate the whole or any part of this Contract, if, in the judgment of District's Contract Director:

- Contractor has materially breached this Contract;
- Contractor fails to timely provide and/or satisfactorily perform any task, deliverables, service, or other work required either under this Contract; or
- Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Contract, or of any obligations of this Contract and in either case, fails to demonstrate convincing progress toward a cure within five (5) working days (or such longer period as the District may authorize in writing) after receipt of written notice from the District specifying such failure.

**8.42.2** In the event that the District terminates this Contract in whole or in part as provided in Sub-paragraph 8.42.1, the District may procure, upon such terms and in such manner as the District may deem appropriate, goods and services similar to those so terminated. The Contractor shall be liable to the District for any and all excess costs incurred by the District, as determined by the District, for such similar goods and services. The Contractor shall continue the performance of this Contract to the extent not terminated under the provisions of this sub-paragraph.

**8.42.3** Except with respect to defaults of any subcontractor, the Contractor shall not be liable for any such excess costs of the type identified in Sub-paragraph 8.42.2 if its failure to perform this Contract arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not limited to; acts of God or of the public enemy, acts of the County in either its sovereign or contractual capacity, acts of Federal or State governments in their



sovereign capacities, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the Contractor and subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule. As used in this Sub-paragraph 8.42.3, the terms "subcontractor" and "subcontractors" mean subcontractor(s) at any tier.

- 8.42.4** If, after the District has given notice of termination under the provisions of this Sub-paragraph 8.42, it is determined by the District that the Contractor was not in default under the provisions of this Sub-paragraph 8.42, or that the default was excusable under the provisions of Sub-paragraph 8.42.3, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to Sub-paragraph 8.41- Termination for Convenience.
- 8.42.5** In the event the District terminates this Contract in its entirety due to the Contractor's default as provided in Sub-paragraph 8.42.1, the Contractor and the District agree that the District will have actual damages, which are extremely difficult to calculate and impracticable to fix and which will include, but are not limited to, the District's costs of procurement of replacement services and costs incurred due to delays in procuring such services. Therefore, the Contractor and the District agree that the District shall, at its sole option and in lieu of the provisions of Sub-paragraph 8.42.2, be entitled to liquidated damages from the Contractor, pursuant to California Civil Code Section 1671, in the amount of Five Thousand Dollars (\$5,000) or five percent (5%) of the applicable year's

Contract sum, whichever is less, as equitable compensation to the District for such actual damages. This amount of liquidated damages shall be either paid by the Contractor to the District by cash payment upon demand or, at the sole discretion of the District, or designee, deducted from any amounts due to the Contractor by the District, whether under this Contract or otherwise.

These liquidated damages shall be in addition to any credits, which the District is otherwise entitled to under this Contract, and the Contractor's payment of these liquidated damages shall not in any way change, or affect the provisions of Sub-paragraph 8.22 - Indemnification.

- 8.42.6** The rights and remedies of the District provided in this Sub-paragraph 8.42 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

#### **8.43 TERMINATION FOR IMPROPER CONSIDERATION**

- 8.43.1** The District may, by written notice to the Contractor, immediately terminate the right of the Contractor to proceed under this Contract if it is found that consideration, in any form, was offered or given by the Contractor, either directly or through an intermediary, to any District officer, employee, or agent with the intent of securing this Contract or securing favorable treatment with respect to the award, amendment, or extension of this Contract or the making of any determinations with respect to the Contractor's performance pursuant to this Contract. In the event of such termination, the District shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of default by the Contractor.

- 8.43.2** The Contractor shall immediately report any attempt by a District officer or employee to solicit such improper consideration. The report shall be made either to the District Contract Director charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861.

**8.43.3** Among other items, such improper consideration may take the form of cash, discounts, service, the provision of travel or entertainment, or tangible gifts.

#### **8.44 TERMINATION FOR INSOLVENCY**

**8.44.1** The District may terminate this Contract forthwith in the event of the occurrence of any of the following:

- Insolvency of the Contractor. The Contractor shall be deemed to be insolvent if it has ceased to pay its debts for at least sixty (60) days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the Federal Bankruptcy Code and whether or not the Contractor is insolvent within the meaning of the Federal Bankruptcy Code;
- The filing of a voluntary or involuntary petition regarding the Contractor under the Federal Bankruptcy Code;
- The appointment of a Receiver or Trustee for the Contractor; or
- The execution by the Contractor of a general assignment for the benefit of creditors.

**8.44.2** The rights and remedies of the District provided in this Sub-paragraph 8.44 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

#### **8.45 TERMINATION FOR NON-ADHERENCE OF COUNTY LOBBYIST POLICY**

The Contractor, and each County Lobbyist or County Lobbying firm as defined in County Code Section 2.160.010 retained by the Contractor, shall fully comply with the County's Lobbyist Ordinance, County Code Chapter 2.160. Failure on the part of the Contractor or any County Lobbyist or County Lobbying firm retained by the Contractor to fully comply with the County's Lobbyist Ordinance shall constitute a material breach of this Contract, upon which the District may in its sole discretion, immediately terminate or suspend this Contract.

#### **8.46 TERMINATION FOR NON-APPROPRIATION OF FUNDS**

Notwithstanding any other provision of this Contract, the District shall not be obligated for the Contractor's performance hereunder or by any provision of this Contract during any of the District's future fiscal years unless and until the Board of Supervisors appropriates funds for this Contract in the County's Budget for each such future fiscal year. In the event that funds are not appropriated for this Contract, then this Contract shall terminate as of June 30 of the last fiscal year for which funds were appropriated. The District shall notify the Contractor in writing of any such non-allocation of funds at the earliest possible date.

#### **8.47 VALIDITY**

If any provision of this Contract or the application thereof to any person or circumstance is held invalid, the remainder of this Contract and the application of such provision to other persons or circumstances shall not be affected thereby.

#### **8.48 WAIVER**

No waiver by the District of any breach of any provision of this Contract shall constitute a waiver of any other breach or of such provision. Failure of the District to enforce at any time, or from time to time, any provision of this Contract shall not be construed as a waiver thereof. The rights and remedies set forth in this Sub-paragraph 8.48 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

#### **8.49 WARRANTY AGAINST CONTINGENT FEES**

**8.49.1** The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon any Contract or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business.

**8.49.2** For breach of this warranty, the District shall have the right to terminate this Contract and, at its sole discretion, deduct from the Contract price or

consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

## **9.0 UNIQUE TERMS AND CONDITIONS**

### **9.1 LOCAL SMALL BUSINESS ENTERPRISE (SBE) PREFERENCE PROGRAM**

- 9.1.1** This Contract is subject to the provisions of the County's ordinance entitled Local Business Enterprise Preference Program, as codified in Chapter 2.204 of the Los Angeles County Code.
- 9.1.2** Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a Local Small Business Enterprise.
- 9.1.3** Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a District official or employee for the purpose of influencing the certification or denial of certification of any entity as a Local Small Business Enterprise.
- 9.1.4** If Contractor has obtained County certification as a Local Small Business Enterprise by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this contract to which it would not otherwise have been entitled, shall:
1. Pay to the District any difference between the contract amount and what the District's costs would have been if the contract had been properly awarded;
  2. In addition to the amount described in subdivision (1), be assessed a penalty in an amount of not more than 10 percent of the amount of the contract; and

3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Non-responsibility and Contractor Debarment).

The above penalties shall also apply if Contractor is no longer eligible for certification as a result in a change of their status and Contractor failed to notify the State and the County's Office of Affirmative Action Compliance of this information.

IN WITNESS WHEREOF, Contractor has executed this Contract, or caused it to be duly executed and the Consolidated Fire Protection District of Los Angeles County, by order of its governing body the Board of Supervisors has caused this Contract to be executed on its behalf by the Chair of said Board and attested by the Executive Officer-Clerk of the Board of Supervisors thereof, the day and year first above written.

CONTRACTOR

By \_\_\_\_\_  
Name Title

CONSOLIDATED FIRE PROTECTION DISTRICT  
OF LOS ANGELES COUNTY

By \_\_\_\_\_  
Chair, Board of Supervisors

ATTEST:

VIOLET VARONA-LUKENS  
Executive Officer-Clerk  
of the Board of Supervisors

By \_\_\_\_\_

APPROVED AS TO FORM:

Raymond G. Fortner, Jr. County Counsel

By \_\_\_\_\_  
Deputy

## Community Business Enterprise Program Information Summary

This information was gathered for statistical purposes only. On final analysis and consideration of award, selection was made without regard to gender, race, creed, or color.

FIRM INFORMATION		Dave's Heavy Equipment Services		Green's O.K. Tire, Inc.		Harbor Diesel and Equipment Inc.		Quinn Shepherd Machinery	
		Number		Number		Number		Number	
Owners/Partners	Cultural/Ethnic Composition	Male	Female	Male	Female	Male	Female	Male	Female
	Black/African American								
	Hispanic/Latino			3					
	Asian or Pacific Islander								
	American Indian								
	Filipino								
	White	1				3		1	
		Number		Number		Number		Number	
Managers	Cultural/Ethnic Composition	Male	Female	Male	Female	Male	Female	Male	Female
	Black/African American								
	Hispanic/Latino					1		5	3
	Asian or Pacific Islander							1	
	American Indian								
	Filipino								
	White			1		3		26	2
		Number		Number		Number		Number	
Staff	Cultural/Ethnic Composition	Male	Female	Male	Female	Male	Female	Male	Female
	Black/African American					2	3	10	1
	Hispanic/Latino					25	2	103	24
	Asian or Pacific Islander							9	3
	American Indian							4	1
	Filipino								
	White			1		11		84	10
		% of Ownership		% of Ownership		% of Ownership		% of Ownership	
Percentage of Ownership in Firm	Cultural/Ethnic Composition	Male	Female	Male	Female	Male	Female	Male	Female
	Black/African American								
	Hispanic/Latino								
	Asian or Pacific Islander								
	American Indian								
	Filipino								
	White	100%		100%		100%		100%	
Total # of Employees		1		5		50		287	
Business Structure		Sole Proprietorship		Corporation		Corporation		Corporation	
Certified as Minority, Women, Disadvantage or Disabled Veteran Business Enterprise?		No		No		No		No	
Certifying Agency									

\*Data not available



# REQUIRED FORMS - EXHIBIT 1

Consolidated Fire Protection District of Los Angeles County

Heavy Equipment Maintenance & Repair Services

## Statement of Hourly Rates, Costs, and Fixed Fees

Name of Business DAVE'S HEAVY EQUIPMENT SERVICE

Address 9621 SOMBRA VALLEY DRIVE

City SUNLAND State Ca Zip 91040

Contact Name DAVE GROTH

Phone 818-890-5137 Fax NONE

24 hr Contact Phone 818-353-6957 Toll free number NONE

Business Days & Hours MONDAY-FRIDAY 6:30AM - 4:30PM

### 1.0 State your service specialty:

FIELD SERVICE REPAIR - HEAVY EQUIPMENT  
FOR FIRE DEPARTMENT.

### 2.0 The hourly labor rates for this contract shall be:

Regular and hourly rate	\$ 70.00
Journey person	\$ —
Other: <u>JOURNEY PERSON &amp; HELPER</u>	\$ 111.00
Emergency callout rates	\$ 96.00
Journey person	\$ —
Other: <u>JOURNEY PERSON &amp; HELPER</u>	\$ 152.00

Weekend, holiday, and/or night rate	\$ 102.00
Journey person	\$
Other: JOURNEY PERSON & HELPER	\$ 164.00

**Other fixed fees or unit prices**
**Attach a fee schedule**

Are rates portal-to-portal ? ☒ Yes ☐ No

Materials/parts markup percentage (maximum allowed 15%) 15 %

Subcontracted work markup percentage (maximum allowed 15%) 15 %

**F.O.B. Destination –Prepaid freight and add as a separate item on the invoice.**

All rates and fees must include all overhead, insurance, benefits, and profit. All prices submitted will be considered as included all applicable taxes, hazardous waste disposal, cleanup costs, unless stated separately above. Hourly rates quoted above shall remain valid for the duration of the contract. (Fee increases governed by corporate headquarters or government agencies, e.g., AQMD, Public Works, Toxic Substances Control will be accepted in the form of a letter from contract vendor.

By DAVE GROTH  
Print Name

Title OWNER

Signature David E. Groth

Date 11-23-04

# REQUIRED FORMS - EXHIBIT 1

Consolidated Fire Protection District of Los Angeles County

Heavy Equipment Maintenance & Repair Services

## Statement of Hourly Rates, Costs, and Fixed Fees

Name of Business GREEN'S O.K. Tire, Inc

Address 11634 VANDUEN ST.

City NORTH HOLLYWOOD State CA. Zip 91605

Contact Name RONALD TICHAUER

Phone 818-765-6803 Fax 818-765-6847

24 hr Contact Phone Same Toll free number \_\_\_\_\_

Business Days & Hours Monday - Friday 8:00AM to 5:30 or 24 hour service

1.0 State your service specialty:

providing 24 hour road service, service all sub stations in San Fernando Valley as well as Malibu, Valencia etc. Provide most any parts & wheels, accessories

2.0 The hourly labor rates for this contract shall be:

Regular and hourly rate	\$ <u>52.00</u>
Journey person	\$ <u>—</u>
Other:	\$ <u>—</u>
Emergency callout rates	\$ <u>local daytime service call (local) # 60.00</u> <u>After hours service call (local) # 85.00</u>
Journey person	\$ <u>—</u>
Other:	\$ <u>—</u>

Weekend, holiday, and/or night rate	\$ 85. <sup>00</sup>
Journey person	\$ —
Other:	\$ —

**Other fixed fees or unit prices**

**Attach a fee schedule**

Are rates portal-to-portal ? ☒ Yes ☐ No

Materials/parts markup percentage (maximum allowed 15%) 15 %

Subcontracted work markup percentage (maximum allowed 15%) 15 %

**F.O.B. Destination –Prepaid freight and add as a separate item on the invoice.**

All rates and fees must include all overhead, insurance, benefits, and profit. All prices submitted will be considered as included all applicable taxes, hazardous waste disposal, cleanup costs, unless stated separately above. Hourly rates quoted above shall remain valid for the duration of the contract. (Fee increases governed by corporate headquarters or government agencies, e.g., AQMD, Public Works, Toxic Substances Control will be accepted in the form of a letter from contract vendor.

By Ronald Tichauer  
Print Name

Title President

Signature Ronald Tichauer

Date 11/15/04

# REQUIRED FORMS- EXHIBIT 1A

## CONSOLIDATED FIRE PROTECTION DISTRICT OF LOS ANGELES COUNTY HEAVY EQUIPMENT MAINTENANCE & REPAIR SERVICES STATEMENT OF FIXED FEES OR UNIT PRICES

Firm Name: Green's OK Tire, Inc.

### Services

### Fixed Fee/Unit Price

<u>local service call reg hrs.</u>	<u>\$</u>	<u>\$60</u>
<u>local service call after hrs.</u>	<u>\$</u>	<u>\$85</u>
<u>hourly labor rate</u>	<u>\$</u>	<u>\$52</u>
<u>tire disposal fee depending on weight &amp; size</u>		<u>\$1.50 to \$20.00</u>
<u>California New Tire Tax Fee</u>	<u>\$</u>	<u>\$1.00</u>
<u>_____</u>	<u>\$</u>	
<u>_____</u>	<u>\$</u>	
<u>_____</u>	<u>\$</u>	
<u>_____</u>	<u>\$</u>	
<u>_____</u>	<u>\$</u>	
<u>_____</u>	<u>\$</u>	
<u>_____</u>	<u>\$</u>	
<u>_____</u>	<u>\$</u>	
<u>_____</u>	<u>\$</u>	

Include fees that must be charged to customers (District) such as hazardous waste fees, disposal fees, shipping and handling fees, etc.

REQUIRED FORMS - EXHIBIT 1

Consolidated Fire Protection District of Los Angeles County

Heavy Equipment Maintenance & Repair Services

Statement of Hourly Rates, Costs, and Fixed Fees

Name of Business HARBOR DIESEL & EQUIPMENT, INC.

Address 537 W. ANAHEIM ST.

City LONG BEACH State CA Zip 90813

Contact Name CRAIG ANDRILIT

Phone 562 591-5665 Fax 562 591-2941

24 hr Contact Phone 562 591-5665 Toll free number —

Business Days & Hours MONDAY THRU FRIDAY 8:00 AM - 5:00 PM

1.0 State your service specialty:

CATERPILLAR, CUMMINS & DETROIT DIESEL ENGINE REPAIRS,  
PARTS & SERVICE.

2.0 The hourly labor rates for this contract shall be:

Regular and hourly rate	\$ 90.00
Journey person	\$ 90.00
Other:	\$ 90.00
Emergency callout rates	\$ 142.50
Journey person	\$ 142.50
Other:	\$ 142.50

Weekend, holiday, and/or night rate	\$ 190.00
Journey person	\$ 190.00
Other:	\$ 190.00

**Other fixed fees or unit prices**

Attach a fee schedule

 Are rates portal-to-portal ? ☒ Yes ☐ No

 Materials/parts markup percentage (maximum allowed 15%) 15 %

 Subcontracted work markup percentage (maximum allowed 15%) 15 %

**F.O.B. Destination –Prepaid freight and add as a separate item on the invoice.**

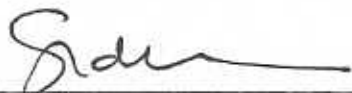
All rates and fees must include all overhead, insurance, benefits, and profit. All prices submitted will be considered as included all applicable taxes, hazardous waste disposal, cleanup costs, unless stated separately above. Hourly rates quoted above shall remain valid for the duration of the contract. (Fee increases governed by corporate headquarters or government agencies, e.g., AQMD, Public Works, Toxic Substances Control will be accepted in the form of a letter from contract vendor.

 By CRAIG ANDRICH

Print Name

 Title GENERAL MANAGER, ENGINE & TOWAL OPERATIONS

Signature



Date

11-22-04

# REQUIRED FORMS- EXHIBIT 1A

## CONSOLIDATED FIRE PROTECTION DISTRICT OF LOS ANGELES COUNTY HEAVY EQUIPMENT MAINTENANCE & REPAIR SERVICES STATEMENT OF FIXED FEES OR UNIT PRICES

Firm Name:

Services

Fixed Fee/Unit Price

<u>HAZARDOUS WASTE</u>	<u>\$ 25.00</u>
<u>MISC. HANDWARE</u>	<u>\$ 4% OF PARTS, MAXIMUM OF \$150.00</u>
<u>AREA CHARGES</u>	<u>\$1.50 PER MILE</u>
<u>TOWING</u>	<u>\$250.00 each way (if applicable)</u>
<u>_____</u>	<u>\$</u>
<u>_____</u>	<u>\$</u>
<u>_____</u>	<u>\$</u>
<u>_____</u>	<u>\$</u>
<u>_____</u>	<u>\$</u>
<u>_____</u>	<u>\$</u>
<u>_____</u>	<u>\$</u>
<u>_____</u>	<u>\$</u>
<u>_____</u>	<u>\$</u>
<u>_____</u>	<u>\$</u>

Include fees that must be charged to customers (District) such as hazardous waste fees, disposal fees, shipping and handling fees, etc.



## REQUIRED FORMS - EXHIBIT 1

Consolidated Fire Protection District of Los Angeles County

Heavy Equipment Maintenance & Repair Services

### Statement of Hourly Rates, Costs, and Fixed Fees

Name of  
Business

Quinn Shepherd Machinery

Address 10006 Rose Hills Road

City City of Industry

State CA

Zip 90601

(Mailing Address: P.O. Box 226789, Los Angeles, CA 90022-0489)

Contact

Name Steve Kugleman, Field Service Manager

Phone 562-463-4087

Fax 562-695-3134

24 hr Contact

Phone 562-843-0217

Toll free number -

Business Days &  
Hours

Monday through Friday 6:00 a.m. to 6:00 p.m.

1.0 State your service specialty:

Caterpillar Machinery and Equipment

2.0 The hourly labor rates for this contract shall be: See Attached Labor Rate Sheet

<b>Regular and hourly rate</b>	As per attached Labor Rate Sheet	\$
Journey person		\$
Other:		\$
<b>Emergency callout rates</b>	May be subject to overtime/premium time rates.	\$
Journey person		\$
Other:		\$

Weekend, holiday, and/or night rate	\$ Subject to premium time labor rate.
Journey person	\$
Other:	\$

**Other fixed fees or unit prices**

Attach a fee schedule (See Exhibit 1A)

Are rates portal-to-portal? ☐ Yes ☒ No

No Field Service rates are subject to travel time and mileage according to attached Labor Rates Sheet.

Materials/parts markup percentage (maximum allowed 15%) At Caterpillar  
Suggested Consumer Price

Subcontracted work markup percentage (maximum allowed 15%) 15 %

**FOB Destination - Prepaid freight and add as a separate item on the invoice.**

Freight is subject to rates shown in Exhibit 1A.

All rates and fees must include all overhead, insurance, benefits, and profit. All prices submitted will be considered as included all applicable taxes, hazardous waste disposal, cleanup costs, unless stated separately above. Hourly rates quoted above shall remain valid for the duration of the contract. (Fee increases governed by corporate headquarters or government agencies, e.g., AQMD, Public Works, Toxic Substances Control will be accepted in the form of a letter from contract vendor.

By Jay Ervine  
Print Name

Title Senior Vice President Operations

Signature Jay Ervine

Date 11/19/04

**REQUIRED FORMS- EXHIBIT 1A**  
**CONSOLIDATED FIRE PROTECTION DISTRICT OF LOS ANGELES COUNTY**  
**HEAVY EQUIPMENT MAINTENANCE & REPAIR SERVICES**  
**STATEMENT OF FIXED FEES OR UNIT PRICES**

Firm Name: Quinn Shepherd Machinery

<u>Services</u>	<u>Fixed Fee/Unit Price</u>
<u>Environmental Surcharge</u>	\$18.00
<u>Hardware Charge</u>	\$ 5% of parts; Maximum \$40/invoice
<u>Freight on Parts</u>	\$ F.O.B. City of Industry. No freight will apply for stock ordered items, or items emergency ordered from Caterpillar Depots in LAX, Hayward and Denver. All other freight subject to the following:
	\$ 1 - 25 lbs - \$15.95
	\$ 25 -299 lbs - \$2.25/lb
	\$ 300lbs + -Carrier published rate
	\$ Overseas - \$9.25 in addition to above
<u>Emergency Parts Call-out</u>	\$ 70.00/M - Saturday 90.00/Sunday & Holiday
<u>Restocking charge</u>	\$ 15% Stock, returned within 90 days 25% Non-stock, returned within 90 days
<u>Hose Assembly Charge</u>	\$ 20.00 per hose up to 1" 23.00 per hose larger than 1"
<u>Caterpillar Parts</u>	\$ Subject to Caterpillar Parts Price List. Issued twice annually typically January and June. (June 28, 2004 copy attached).
<u>Travel time and mileage</u>	\$ As per Labor Rate Sheet

Include fees that must be charged to customers (District) such as hazardous waste fees, disposal fees, shipping and handling fees, etc.

# City of Industry

**QUINN  
SHEPHERD**



## Labor Rates - Machine Division

Effective September 1, 2004

<u>Construction:</u>	<u>Straight Time</u>	<u>Overtime</u>	<u>Premium Time</u>
Shop	\$74.00	\$97.00	\$120.00
Field	\$77.00	\$100.00	\$123.00
Shop Weld/Machine	\$77.00	\$100.00	\$123.00
Field Weld/Machine	\$80.00	\$103.00	\$126.00
Painting	\$78.00	\$101.00	\$124.00
Steam Cleaning	\$74.00	\$97.00	\$120.00
Component Test	\$125.00	\$148.00	\$171.00
Mileage	\$1.50	\$1.50	\$1.50

<u>Agriculture:</u>	<u>Straight Time</u>	<u>Overtime</u>	<u>Premium Time</u>
Shop	\$70.00	\$93.00	\$116.00
Field	\$73.00	\$96.00	\$119.00
Shop Weld/Machine	\$73.00	\$96.00	\$119.00
Field Weld/Machine	\$76.00	\$99.00	\$122.00
Painting	\$75.00	\$98.00	\$121.00
Steam Cleaning	\$70.00	\$93.00	\$116.00
Component Test	\$125.00	\$148.00	\$171.00
Mileage	\$1.50	\$1.50	\$1.50

<u>Haul Truck Rates:</u>	<u>Straight Time</u>	<u>Overtime</u>	<u>Premium Time</u>
Lowbed *	\$85.00	\$108.00	\$131.00
Haul Truck	\$77.00	\$100.00	\$123.00

<u>Hydraulic/Machine Shop:</u>	<u>Straight Time</u>	<u>Overtime</u>	<u>Premium Time</u>
Hydraulic Shop	\$74.00	\$97.00	\$120.00
Shop Weld/Machine	\$77.00	\$100.00	\$123.00
Field Weld/Machine	\$80.00	\$103.00	\$126.00

\* = No mileage charged, two hour minimum, all rates include driver (load permit fee additional).

Date Printed: 11/18/04